



Public  
Relations

**Full-time position: Account Coordinator**  
**On 3 Public Relations, LLC**  
**Tallahassee, Florida**  
**Salary: Commensurate with Experience**

**On 3 Public Relations**

On3PR is currently seeking to fill a full-time, entry- to mid-level position to serve as an account coordinator for the Tallahassee-based public relations and communications firm. The qualified candidate will serve as a liaison to On3PR clients, including corporate, non-profit, and political issue/campaign projects. Salary is commensurate with experience. Additional information on the firm may be accessed at [www.On3PR.com](http://www.On3PR.com).

**Responsibilities:**

- Draft and edit press releases, press advisories, statements, talking points, opinion pieces and letters to the editor.
- Establish and maintain effective working relationships with representatives of local, state, and national media.
- Identify media opportunities and strategies to proactively communicate On3PR client mission and provide clear, concise and consistent information to media and other external audiences.
- Assist with creating and monitoring content for website and social and digital media outreach.
- Manage and update electronic media databases, distribution lists and archival of media clips.

**Qualifications:**

- Bachelor's degree in journalism, communications, political science or other relevant area of study.
- Excellent writing, editing and oral communication skills.
- Experience in pitching earned media opportunities.
- Knowledge of Microsoft Word, Excel, Outlook, and database operations.
- Knowledge of print, broadcast and radio formats and industry protocols, including AP style for print communications.
- Graphic Design experience preferred, but not required.

**To apply for this position, send your resume, cover letter, and three (3) writing samples via email to [christina@on3pr.com](mailto:christina@on3pr.com) by Thursday, November 30, 2017.**

On 3 Public Relations  
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